



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ANSBACH
UNIT 28614
APO AE 09177

IMEU-ANS-MWR

01 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Morale, Welfare, and Recreation (MWR) Use of Libraries, Policy Letter #9

1. Reference: AR 215-1 Non-appropriated Fund Instrumentalities and Morale, Welfare and Recreation, 15 August 2005

2. Purpose: To establish procedures and responsibilities in the Morale, Welfare, and Recreation (MWR) operation on the use of Libraries.

3. Scope: This policy letter applies to all personnel within the USAG-Ansbach footprint.

4. Policy:

a. The following category of personnel are authorized to apply for library membership presenting a valid identification card:

- (1) Active duty and retired military personnel.
- (2) Civilian employees of the US Forces.
- (3) Family members.
- (4) Local National employees for professional and personal development.

b. Family members borrowing/signing out of library materials:

(1) Library book – 10 years of age or older may borrow library books if their names are listed on the sponsor's membership application.

(2) Video cassettes (CD's, DVD,s)– Family members 10 years of age or older may borrow video cassettes if their names are listed on the video loan agreement and as determined by the film rating.

c. Sponsors are responsible for the timely return of borrowed materials and replacement of lost or damaged library books, video cassettes and other materials. Sponsors must ensure the return of all library property prior to clearing.

IMEU-ANS-MWR

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d. Family members under 10 years of age must be accompanied by and under direct supervision of an adult when utilizing the library.

5. The Directorate of Morale Welfare and Recreation is the proponent for this policy, DSN 468-1550.



JOHN G. REILLY
LTC, SF
Commanding

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